

CWS/CMS NEW SYSTEM PROJECT MANAGEMENT SUPPORT SERVICES
RFP 4130-161 PMSS
Question and Answer (Q&A) Set #3, dated 3/2/07

Item	Page # and Section	Bidders' Questions/Comments	State's Response
1	Page 35	On page 35, under "a. Resumes" it states that the "Project Manager and Fiscal/Administrative Analyst roles will be fully dedicated for the duration of the contract". Our assumption, based on the answer to Question 23 in the initial question set, is that "fully dedicated" means that the role should be bid at 2,078 hours per year (per role) for three full years and both option years. Is this correct?	Refer to the State's response to question #23 in the Revised Question and Answer Set (#1) dated 1/30/07. The Q&A Set was released to update the State's response to several questions. The response reads, "The purpose of identifying key personnel in terms of "full-time" is to ensure that these personnel are available to the State on a fully dedicated basis in order to successfully complete the various tasks in 6.7 Task Requirements Details, and in the Bidder's proposal, Exhibit S – Resource and Cost Plan, within scope and schedule." For estimating purposes the Project Manager/Administrative Analyst roles, fully dedicated can be defined as 1920.
2	6.7.1.3	Task 6.7.1.3 requires the contractor to "assist in preparations for project management presentations for the NS Project Team and Stakeholders." How many presentations will be required and what is the expected frequency of such presentations? This will improve our cost estimate and help make bids more consistent.	For estimating purposes only, a minimum of twelve (12) per year may be used, but as stated in Table 2 – Deliverables Completion Schedule, " <i>presentations as requested by the NS PM</i> ".
3	6.7.2.1	Task 6.7.2.1 requires the contractor to "review, validate and update" plans for a number of management areas, including integration, scope, time, cost, etc. The current interim PMSS vendor has gained insights into plan status that should be shared with all bidders for this RFP. What is the status of each of the plans listed in 6.7.2.1, that is which are in work, developed, reviewed and approved?	As of PMSS contract award, it is expected that the status for these plans should be, at a minimum, as follows: Master Project Schedule – developed Master Project Plan – developed <i>Integration Management – in work</i> <i>Scope Management – in work</i> <i>Time Management – developed</i> <i>Cost Management – in work</i>

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			<i>HR Management – in work</i> <i>Risk Management – approved</i> <i>Communication Management – approved</i> <i>Quality Management – in work</i> <i>Procurement Management – in work</i>
4	6.7.2.3	It is not clear when Task 6.7.2.3 should start. We think that this task starts immediately, since “expertise and recommendations for the development and acceptance of system architecture deliverables, including input on cost and technical issues” should heavily influence the RFP content. The timing and types of technical deliverables, acceptance criteria and prime vendor compensation are all relevant to this task and are being defined now. When does Task 6.7.2.3 begin?	The first phase of the system architecture deliverables should be completed by PMSS contract award. Task 6.7.2.3 would then begin with the stakeholder review process.
5	6.7.2.7	Task 6.7.2.7 specifically mentions federal financial documents (PAPDU, etc), but does not reference the equivalent State-related documents (i.e. SPR, BCC, SPI, etc). Does the State expect the PMSS contractor to “assist in the development and processing” of these State financial documents?	Yes. Whenever possible one document will be developed to meet both Federal and State requirements.
6	Page 21, §2.5.1.2	<p>A written notice of Intent to Protest the proposed award of this solicitation must be received ...before the close of business on the first day following public posting.</p> <p>This non-standard protest procedure does not allow a reasonable review period to decide whether to file an “Intent to Protest” and seems inconsistent with the 7 days noted in the prior paragraph.</p>	<p>The procurement is being conducted under the Alternative Protest Process. Therefore, refer to Exhibit V – Alternative Protest Regulations, Article 2. Protest Procedure, 1406. Notice of Intent to Protest; Service List, Paragraph (a) provides flexibility on the number of days for protest. It can be not less than 1 working day and not more than 5 working days after the posting of the Notice of Intent to Award.</p> <p>The seven (7) working days is related to the submission of the Detailed Written Detailed Statement of Protest and other required items. For more information,</p>

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			please refer to Exhibit V, Article 2, 1412. Detailed Written Statement of Protest.
7	Page 36, §5.2.5	<p>...the Bidder must describe their past experience of managing subcontractors within the past five years including the number of past experiences, the time period of each experience...</p> <p>This section shows a focus on small business. It would be overly burdensome to tally and list tens of thousands of subcontracts that we managed during this period. We recommend that three representative examples provide an adequate sample size for a publicly traded company.</p>	If a bidder will be using a subcontractor, bidders may provide a representative sampling of past experiences of managing subcontractors within the past five years...
8	Page 35, Section 5.2.4a	<p>"...the Project Manager and Fiscal/Administrative Analyst roles will be fully dedicated for the duration of the contract."</p> <p>Is it your intention that these staff positions are full time and on site throughout the duration of the project, or does dedicated mean only that they are assigned in some role for duration of the project?</p>	See the State's response to Question #1. Additionally, it is anticipated that the contractor staff will spend their time on-site.
9	Page 35, Section 5.2.4a	<p>"...the Project Manager and Fiscal/Administrative Analyst roles will be fully dedicated for the duration of the contract."</p> <p>We assume that dedicated project resources for this project are intended to provide the full attention and support of selected Key staff for this critically important project. Some vendors avoid fully committing their Senior Project Manager as a business expansion tool by spreading their most experienced people across multiple projects. Based on our experience with very large PMO projects, similar to the New System project size and complexity, the Senior Project Manager "act(s) as an assistant to the New System Project Manager" and must be fully dedicated to the project. If you intend the</p>	The Project Manager and Fiscal/Administrative Analyst roles are fully dedicated for the duration of the contract. Beyond these roles, Bidders have the discretion to distribute resources based on the requirements of the RFP and the expected length of the contract.

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		dedicated resource is only a supporting Project Manager rather than the Senior Project Manager, please clarify the role and amount of support you view as needed from the Senior Project Manager.	
10	Page 45, §6.2	<p>...the State will make three attempts to contact each reference.</p> <p>The CCSAS project recently provided a solution to the contact issue, by notifying bidders, if a reference was not responding and allowing us to track down the reference. We recommend that bidders be notified if the reference is not available after two attempts.</p>	<p>Refer to RFP Section 6.2, page 45 states, "...It is also the Bidder's responsibility to notify the customer reference that the State will be contacting the primary and/or secondary customer contact to verify the customer responses on the Past Performance Reference."</p> <p>The Key Action Dates (Table 1) reflect the time period in which the State will conduct the proposal evaluations. During the proposal evaluations, customer references will be contacted by the State. Therefore, it is the Bidder's responsibility to inform the customer reference that the State will attempt to make contact during this time period.</p>
11	8.2.1	Section 8.2.1 asks for "Past Experience Summary." Can the State please clarify what it is seeking in that section of the Offeror's response?	Please refer to Addendum #1.
12		Regarding the past performance format, will the State please confirm that in Section A it is seeking the value of the Offeror's contract and that the "total system value" should be provided in Section B?	Please refer to Addendum #1, Exhibit O for clarification.
13		Regarding the resume format, should the contract value line reflect the Offeror's contract value, and should the total system value be provided in the "system size/complexity" line?	Please refer to Addendum #1, Exhibit P for clarification.

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14	Table 3	Regarding Table 3 Team Skill Cross-Reference, the State is seeking experience with a system that has a minimum of 50,000 daily transactions. Do all ancillary data transactions that occur with interfacing third-party systems count toward the 50,000 daily transactions requirement?	No.
15	Exhibit S	Is the State expecting Exhibit S to be presented on a single page, or can Offerors provide the requested Exhibit S over multiple pages, with each page devoted to a fiscal year? As an alternative, can Offerors present the Exhibit S over multiple pages with each page devoted to a task/deliverable?	The State would prefer Exhibit S to be presented on a single page, in Portrait or Landscape orientation. However, if necessary, bidders must submit Exhibit S in multiple pages. It is preferred that a maximum of two pages be presented as long column and row headings are on both pages.
16		Can the State please clarify the extent of the subcontractor information it is seeking?	See State's response to Item 7.
17	6.7.3	Can the Offerors provide resumes of resources we may use to augment the core team's capabilities to meet the "Unanticipated Tasks" function described in Section 6.7.3 of the RFP.	No. This is not a requirement of the RFP. However, if there is a need for resource augmentation over the term of the contract, the process will more than likely follow the same process for project team changes (Section 5.2.4(b) Project Team Changes).
18	QA Set #1, Question 23	Reference the State's response to Question 23 regarding the number of hours for a "full time" person. It appears that the 2078 hours per year appears not to consider the 13 holidays in a year nor make any allowance for vacation or sick time for employees. Will the State consider changing this to 1894 which reflects elimination of the 104 hours for the 13 Holidays and an additional 80 hours for a nominal 2 weeks of vacation.	See State's response to Item 1.
19	RFP Addendum 1	Addendum 1 modified Section I of Exhibit O. Past Performance Reference form. We have already collected	No. Addendum #1 removed the first page of Exhibit O (page 98) and

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	Exhibit O. Past Performance Reference	completed and signed Section II of the forms from our clients before the Addendum was released. Would it be acceptable to provide the additional information now required in Section I and attach it with each of our client's previously completed and signed Section II of the forms?	replaced it with the revised first page. The revised page (page 98) shall be submitted by all bidders.
20	RFP Addendum 1 RFP Section 6 – Functional and Technical Requirements, Item 6.2 Past Performance References	This section of the RFP updated through Addendum 1 states, <i>"Bidders must include one Past Performance Reference for a large-scale software integration project with a total cost of at least \$50 million, as indicated in Section 1, Item A, Bidder's Original Contract Value, of Exhibit O - Past Performance Reference, for system planning through system implementation activities."</i> Should Exhibit O – Past Performance, Section 1, Item A, Project Costs be referenced here instead of Section 1, Item A. Bidder's Original Contract Value as there is no cost requirement surrounding the amount of the Bidder's contract?	Yes.
21	RFP Addendum 1 Q&A Set #1, #47	The answer to Question #47 in Q&A Set 1 indicated that Bidders should base their cost on a start date of May 1, 2007. Given the updates to the key dates in Addendum 1, should bidders now assume a start date of June 1, 2007?	It is anticipated that the contract award will be on 6/1/07, per addendum #1. However, the award date may be sooner., therefore use the May 1, 2007 date for costing estimating purposed. The contract award date is dependent on the length of time for getting approval from the required governmental agencies to make contract award.
22	Exhibit O	Our references completed Exhibit O - Past Performance References prior to the release of Addendum #1. Are we expected to return them to our customers and have them complete them again in light of the new Exhibit O form?	See the State's response to Item 19.
23	Exhibit O	Our Exhibit O responses state in the descriptions that the projects are greater than \$50 million, but they do not specify the exact amount because they are sensitive Department of Defense projects. Will this statement	Yes. However, the State reserves the right to validate this information by contacting the Department of Defense on this specific project.

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		satisfy the greater than \$50 million administrative requirement?	
24	Page 66, Table 7	Page 66 Table 7 outlines additional points assigned to the Technical Lead and Fiscal/Admin Analyst for additional years of experience. Experience doing what?	The additional points are assigned for additional years of experience as identified in section 6.9 – Mandatory Staffing Requirements Detail.
25	Page 18, 2.4.5	Page 18, par 2.4.5 it says, "On the date of the cost opening, the State will post a summary of the points awarded to each Bidder." Where will this summary be posted?	The posting of summary of points will be located at DGS, Procurement Division, Receptionist Area, 707 3 rd Street, 2 nd Floor, West Sacramento, CA 95605.
26		Will the posted results be for the price alone (i.e., excluding staff, past performance, technical)?	The posting will include all points, except for cost points. The cost points will be calculated after public cost opening.
27		Where is the public cost opening on Mar 30?	All bidders will be notified in writing, at least three (3) business days before this date, on the location and time.
28	Exhibit A	Does the sealed cost data constitute the Attachment 4 in par 4 of the STD213?	Refer to RFP Section 7. Cost and Section 8.2.4 Volume 4 – Sealed Cost Data for clarification.
29	Page 42, 5.3.5.6	Page 42, par 5.3.5.6 says that, "the bidder must address specific aspects of the Legislation that require subcontractors and/or certified small businesses to perform a commercially useful function...". What "specifically" do we need to provide to meet the requirements of the RFP?	Refer to RFP Section 5.3.5.6 Commercially Useful Function for clarification. There are four bullets (on page 42) that provide instructions on what is required by bidders.
30	Page 55, 6.9.1	Page 55, par 6.9.1 states, "The Project Manager and Fiscal/Administrative Analyst will be fully dedicated for the duration of the project. Can we propose 2 Project Managers to fill one full time role?	Yes.
31	Page 55, 6.9.1	Considering par 6.9.1, can the Senior Project Manager replace the Project Manager as the "fully dedicated" staff	See the State's response to Item 9.

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		member?	
32	Page 55, 6.9.1	Considering par 6.9.1, How many hours are the Senior Project Manager and Technical Lead now being expected to be dedicated each year?	See the State's response to Item 9.